

Reorganization Process and Procedures

There are various steps in completing an organizational change, from the initial consultation with Human Resources to discussing the impacts and implementation with the Union. Not all of the steps may be applicable for every organizational change

Step 1: Consultation: Field Manager (FM) or Deputy State Director (DSD) consults with their Serving HR Specialist in Staffing and Classification when considering an organizational change to discuss concepts, rationale, impacts, and feasibility.

Step 2: Submission: FM/DSD submits a reorganization package through District Offices (where applicable) and Human Resources to Associate State Director (ASD). Reorganization package will include:

- a. Memo from FM/DSD to ASD with a narrative justification to include rationale, cost analysis, pros and cons. Memo will include a concurrence line for ASD's signature and date.
- b. New position descriptions if required.
- c. Current organization chart.
- d. Proposed organization chart.
- e. New or revised mission and/or function statements if required.

Step 3: Review: The servicing HR Specialist reviews management's proposal to ensure it is consistent with the initial consultation, and briefs the ASD.

Step 4: Approval: Upon approval, the ASD signs and dates the narrative justification.

Step 5: Labor Relations: Following approval from ASD, HR Labor Specialist initiates bargaining requirements. If the Union provides any proposals, negotiations are facilitated by the HR Labor Specialist.

Step 6: Classification: HR Staff/Class Specialist begins any necessary classification work (This may be concurrent with Step 5).

Step 7: Memorandum of Agreement (MOA): The MOA is prepared by HR Labor Specialist and signed by Management and Union.

Step 8: Organization Establishment: HR Staff/Class Specialist coordinates with CASO Budget Officer to develop new organization codes.

Step 9: Implementation: HR Specialist in consultation with the FM or DSD establishes an effective date for any required personnel actions. HR Assistant makes any necessary pen and ink changes to the PDs. The initiation of SF-52s is completed by the Human Resources Office.